

**MAINE CRIMINAL JUSTICE ACADEMY BOARD OF TRUSTEES**

**BACKGROUND STANDARD FOR ADMISSION TO AND/OR CERTIFICATION  
FOR A MANDATORY ACADEMY SCHOOL, RECERTIFICATION, OR WAIVER**

In order to be accepted as a participant in mandatory Academy law enforcement or corrections courses, or to be certified or recertified, an applicant must be of good moral character as determined by the hiring or sponsoring agency through a formal background check. These requirements and standards must be satisfied before consideration of such an application or certification. An agency presenting an individual for certification, admission to a mandatory Academy course, recertification, or for a waiver from training will attest that the individual meets the standard of having no disqualifying conviction.\* In addition, the applicant shall certify under oath that he or she has no disqualifying conviction and that he or she has not engaged in disqualifying conduct.†

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**STATEMENT OF APPLICANT**

Applicant Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Home Address: \_\_\_\_\_

**Have you ever been convicted of any crime (including OUI)?** \_\_\_\_\_

If yes, provide details on separate sheet.

**In addition, have you ever engaged in conduct that would constitute a felony crime, regardless of whether you were charged?** \_\_\_\_\_

If yes, provide details on separate sheet.

**I understand that the making of a false statement under oath is a crime punishable by law.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Personally-appeared the above-named \_\_\_\_\_ and made oath to the truth of the foregoing statement.

\_\_\_\_\_  
Notary Public (or other person authorized to take oath) Date: \_\_\_\_\_

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**STATEMENT OF EMPLOYING OR SPONSORING AGENCY**

The above-named applicant has been the subject of a background investigation, including the processing of fingerprint cards through SBI and FBI, and a DMV record inquiry, and in the case of an applicant for the Basic Law Enforcement Training Program, a polygraph examination and a psychological examination, and such investigation has disclosed no conviction for a disqualifying conviction\* or disqualifying conduct†, except for the conviction(s) for which a waiver is being sought.

\_\_\_\_\_  
Printed Name of Chief / Sheriff or Agency Head

\_\_\_\_\_  
Signature of Chief / Sheriff or Agency Head

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date:

\*See reverse for explanation of disqualifying conviction.

†See reverse for explanation of disqualifying conduct.

## **DISQUALIFYING CONVICTION**

A disqualifying conviction for which a waiver from the Board of Trustees is required includes the following:

1. Murder;
2. Any Class A, Class B, or Class C crime;
3. Any Class D conviction in the past ten (10) years (including OUI);
4. Any Class E conviction in the past ten (10) years for which the crime is contained in Chapter 15 (theft), Chapter 19 (falsification in official matters), Chapter 25 (bribery and corrupt practices), or Chapter 45 (drugs) of the Maine Criminal Code, Title 17-A, MRSA, or;
5. Any other conviction of a crime or crimes under the laws of the United States or any other state that prohibits the same unlawful conduct described above.

## **DISQUALIFYING CONDUCT**

Disqualifying conduct, regardless of whether the applicant was charged or convicted, for which a waiver from the Board of Trustees is required includes the following:

1. Murder;
2. Any Class A, Class B, or Class C crime;
3. Conduct specified in 1 or 2 above in another state or other jurisdiction.

## **WAIVER REQUEST PROCEDURE**

A request of the Board of Trustees for a waiver of a disqualifying conviction or disqualifying conduct must be made by the employing or sponsoring agency, and must be made on the form provided by the Board for such purpose, and must include the additional information listed on the form. The form may be obtained by contacting the Maine Criminal Justice Academy, 15 Oak Grove Road, Vassalboro, ME 04989, telephone 877-8000.

*Effective March 2, 2001*